



Acceptable HQT Documentation

The United States Department of Education monitors each State to assess progress in meeting the highly qualified teacher goal (100% HQT in all schools), and to assure compliance with the requirements of the *Elementary and Secondary Education Act (ESEA) Title II, Part A*. The requirements to be considered “highly qualified” are that teachers hold at least a bachelor’s degree, be fully licensed by the State (Emergency and Reciprocal Permits are **NOT** acceptable), and demonstrate content knowledge in each **core academic subject** they teach.

The acceptable documentation to be retained on file to demonstrate **BOTH** aspects of Highly Qualified Teacher status:

1. A completed HQT Verification Form (beginning in 2010-2011 school year).
2. Copy of valid Indiana instructional license **OR** print-out of a valid Indiana instructional license from the [Educator License Lookup](#) with applicable core academic subject and setting.
3. **One of the following for EACH core academic subject:**
 - a. Copy of PRAXIS II scores.
 - b. Copy of NTE specialty exam scores.
 - c. Verification from IDOE of HQ status based on PRAXIS II or NTE specialty exam.
 - d. Copy of transcript(s) with at least 24 related credit hours awarded.
 - e. Copy of transcript(s) with a graduate degree awarded.
 - f. Copy of National Board for Professional Teaching Standards Certification.
 - g. Highly Qualified Verification form from another state.
 - h. Copy of completed HOUSSE rubric **AND** required documentation.

Please refer to the [Documenting Teachers’ Highly Qualified Status Guidance Document](#) on the www.doe.in.gov/hqt site when demonstrating HQT status.